



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** PARKS

**File #:** 23-133

Board Meeting Date: 3/14/2023

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Nicholas J. Calderon, Parks Director  
**Subject:** Agreements with specified contractors for the delivery of on-call professional consulting services

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board of Supervisors to execute agreements with 4LEAF, Inc.; Anchor QEA, LLC; Auten Resource Consulting; Basin Research Associates, Inc.; Bellecci & Associates; Capital Program Management, Inc.; CMG Landscape Architecture; Cotton, Shires, & Associates; CSW/Stuber-Stroeh Engineering Group; Gates + Associates; Horizon Water & Environment; MIG, Inc.; Moffatt & Nichol; Ninyo & Moore; R.E.Y. Engineers, Inc; Rincon Consultants, Inc.; SANDIS; Sequoia Ecological Consulting, Inc.; Terracon Consultants, Inc.; and Towill, Inc. for the delivery of on-call professional consulting services, for the not-to-exceed amounts specified in each agreement, for a combined aggregate amount not-to-exceed \$7,500,000, for the term of March 14, 2023 through March 13, 2026; and
- B) The Parks Director, or the Parks Director's designee, to execute amendments to each of the agreements to modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate per agreement), and/or to modify each agreements' terms and/or services, so long as the modified term(s) and/or services is/are within the current or revised fiscal provisions.

**BACKGROUND:**

The San Mateo County Parks Department ("Department") manages a park system comprised of 24 parks and recreation areas, more than 16,000 acres of land, approximately 200 miles of trail, ten playgrounds, nine campgrounds, three regional trails, one marina, tidepools, and numerous picnic and reservation areas. The diversity of park settings allows the park system to support a variety of recreational opportunities including hiking, walking, running, horseback riding, dog walking, cycling/mountain biking, camping, birdwatching, picnicking, playing on playgrounds, and more. In order to be effective stewards of the parks, the Department regularly maintains and improves park facilities and infrastructure. The Department also completes regular habitat restoration and preservation projects for the benefit of park ecosystems. These projects often require the preparation

of detailed project designs, securing of permits and approvals, and completion of mitigation and monitoring activities. To increase the efficiency in which these projects are completed, the Department engages qualified contractors to provide on-call services.

On December 10, 2018, the Department released a Request for Proposals (“RFP”) seeking qualified consultants to provide various on-call professional services. The Board of Supervisors ultimately authorized agreements with 20 firms to provide these services for the Department. Of the 20 agreements, 18 had a term of March 1, 2019, through February 28, 2022, and a combined/aggregate not-to-exceed amount of \$5,700,000. The remaining two agreements had a term of April 23, 2019, through April 22, 2022, and a combined/aggregate not to exceed amount of \$700,000. The Department subsequently amended 11 of these agreements; eight agreements were extended through February 28, 2023, two agreements were extended through April 22, 2023, and one agreement was extended through February 28, 2024, in order to complete projects that were in progress.

## **DISCUSSION:**

In the summer of 2022, the Department evaluated its priorities and forecasted its needs for professional on-call consulting services. Using this information, on November 28, 2022, the Department released a RFP seeking qualified contractors to provide the following on-call professional consulting services: archaeological and cultural resource assessment and monitoring; biological assessment, California Environmental Quality Act/National Environmental Policy Act, permitting, and permit compliance; biological monitoring; civil engineering; civil and structural marine engineering; construction management and inspection; environmental consulting and hazmat testing; geotechnical engineering; landscape architecture; registered professional forester services; and topographic and property boundary surveying.

The Department released the RFP on publicpurchase.com and complied with all applicable requirements for procuring on-call professional consulting services. After a detailed review of the 45 proposals received, the Department identified 20 firms with which it desires to enter into on-call agreements to provide the requested services. A summary of the selected firms, their services, and agreement’s not-to-exceed amount is provide below:

Firm	Service(s)	Not-to-Exceed Amount
4Leaf, Inc.	Construction Management and Inspection	\$1,000,000
Anchor QEA, LLC	Civil and Structural Marine Engineering	\$100,000
Auten Resource Consulting	Registered Professional Forester	\$1,000,000
Basin Research Associates, Inc.	Archaeological & Cultural Resource Assessment & Monitoring	\$150,000
Bellecci & Associates	Civil Engineering	\$300,000
Capital Program Management, Inc.	Construction Management and Inspection	\$1,000,000
CMG Landscape Architecture	Landscape Architecture Services	\$300,000
Cotton, Shires & Associates	Geotechnical Engineering	\$300,000

CSW/Stuber-Stroeh Engineering Group	Civil Engineering	\$600,000
Gates + Associates	Landscape Architecture Services	\$300,000
Horizon Water & Environment	Archaeological & Cultural Resource Assessment & Monitoring; Biological Assessment, CEQA/NEPA, Permitting, and Permit Compliance	\$350,000
MIG, Inc.	Biological Assessment, CEQA/NEPA, Permitting, and Permit Compliance; Biological Monitoring	\$500,000
Moffatt & Nichol, Inc.	Civil & Structural Marine Engineering	\$100,000
Ninyo & Moore	Geotechnical Engineering	\$300,000
R.E.Y. Engineers, Inc.	Topographic & Property Boundary Surveying	\$150,000
Rincon Consultants, Inc.	Environmental Consulting/Hazmat Testing	\$100,000
SANDIS	Civil Engineering	\$300,000
Sequoia Ecological Consulting, Inc.	Biological Monitoring	\$400,000
Terracon Consultants, Inc.	Environmental Consulting/Hazmat Testing	\$100,000
Towill, Inc.	Topographic & Property Boundary Surveying	\$150,000

Should the Board authorize execution of the recommended on-call agreements, the Department will be able to expedite delivery of various high priority services including, but not limited to, preparation of engineered designs for capital projects, completion of CEQA/NEPA review for applicable projects, securing of permits and approvals, stewardship of sensitive resources in forests and grasslands, and construction oversight for capital improvements.

Approval of this action will facilitate the County's ability to take action to address high priority projects and enable the Department to improve facilities and infrastructure, enhance services provided to visitors, and steward natural and cultural resources.

County Attorney has reviewed and approved the resolution and agreements as to form.

#### **FISCAL IMPACT:**

The term of each agreement is from March 14, 2023, through March 13, 2026. The not-to-exceed amount for each agreement ranges from \$100,000 to \$1,000,000, with a combined/aggregate maximum not-to-exceed amount of \$7,500,000. Consultants may be selected for specific projects by the Department and task orders may be issued to the selected firm on an as-needed basis over the next three years. The task orders will detail, among other things, the requirements of the project,

scope of work, and a not-to-exceed amount. Fees for individual task orders for specific projects or the sum of the fees for the various individual task orders, should the firm be assigned to more than one project, will not be greater than the not-to-exceed amount of the agreement. The funding for these as-needed projects will vary from project to project. The various individual task orders or projects will be funded through previously approved and appropriated projects within the FY 2022-23 Adopted Budget. Future projects and task orders will be budgeted for accordingly. At this time, there is no impact to Net County Cost.